

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of
Animal Welfare Information Center Newsletter
as requisitioned from the U.S. Government Printing Office (GPO) by the
Department of Agriculture
Single Award

The term of this contract is for the period
beginning September 1, 2000 and ending August 31, 2001

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time,
On August 17, 2000.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to:
U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, DC 20404-0001.
Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the
GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified
with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication
310.2 as revised May 1999.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product
ordered under this contract will be located within a 100-kilometer (62-mile) radius of zero milestone
Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid,
which will on its face demonstrate ability to meet the schedule requirements. The determination by the
Government of the acceptability of this information in no way relieves the successful bidder of the responsibility
for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to
familiarize themselves with all provisions of these specifications before bidding.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with
metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric
measurements will be used exclusively in all specifications.

Abstracts of contract prices are available at www.access.gpo.gov/procurement/abstracts/central/

For information of a technical nature call Betty Shanks (202) 512-0310 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera copy
P-8. Halftone Match (Single and Double Impression)	Camera Copy, film-negatives
P-9. Solid and Screen Tint Color Match	Pantone Matching System

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000, through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a newsletter requiring such operations as film making, printing in two colors, binding, packing, mailing, and distribution.

TITLE: Animal Welfare Information Center Newsletter.

FREQUENCY OF ORDERS: Quarterly (approximately 4 orders per year).

QUANTITY: Approximately 3,000 to 9,000 copies per order. (Most orders will be for approximately 8,300 copies.)

NUMBER OF PAGES: 12 to 36 pages per order.

TRIM SIZE: 216 x 279 mm (8-1/2 x 11").

GOVERNMENT TO FURNISH:

Camera copy consisting of text, line art, tissue overlays, and black and white and/or color photoprints to be reproduced at various focuses.

Negatives for reprints, if required.

Unaddressed postage and fees paid 127 x 76 mm (5 x 3") gummed labels.

Computer printout addresses, 3-1/4 x 15/16" labels mounted on 14-3/8"-wide, pressure-sensitive and marginally punched, ungummed, continuous paper perforated every 11"; each 11"-segment contains 48 addresses (4 across and 12 down), and are suitable for use on "Cheshire" or similar type equipment. Labels are zip code sorted.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

FILMS:

The contractor must make all films required. Films may be opaqued on either the emulsion or non-emulsion side.

Anticipate approximately five halftones and approximately five line illustrations per order.

Halftone negatives for single color reproduction that are produced from full-color originals must be full-range negatives produced to print in one ink color.

Contractor will be required to create windows and provide screens for all flat tones.

All halftones are to be 150-line screen or finer.

Films must be composited one piece for each color with all elements in proper position. Each film must contain at least 3 register marks composited (not stripped) for each color; the register marks must be positioned on opposite sides of the image. Films must have a minimum 13 mm (1/2") working margin on all (4) sides of the image.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

PROOFS:

One set of Dylux or similar proofs. Proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all pages imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product.

Proofs must be available at time of press sheet inspection.

STOCK/PAPER:

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All paper used in each copy must be of a uniform shade.

White Offset Book, grammage 90 g/m² (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

PRINTING:

Print head-to-head in black ink and one Pantone ink color or two Pantone ink colors. Match Pantone number as indicated on the print order.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

MARGINS: Head 19 mm (3/4"), bind 13 mm (1/2") or as indicated on the print order.

Page one bleeds at top edges.

BINDING:

Paste on fold or at contractor's option, saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. Fold from 216 x 279 mm to 216 x 140 mm (8-1/2 x 11" to 8-1/2 x 5-1/2") with mailing permit imprint out.

PACKING:

Bulk Shipments: Pack in shipping containers.

Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

Mailed Shipments:

Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers.

Insert single copies and multiple copies (up to 200 leaves) going to foreign destinations into kraft envelopes.

LABELING AND MARKING:

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Affix an address label to the back of each copy mailed singly as a self-mailer.

Affix an address label and a postage and fees paid label to each unit of mail packaged in envelopes.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address listed under "SCHEDULE".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as

directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Deliver approximately 1,000 copies f.o.b. destination to approximately four addresses within the commercial zone of Washington, DC.

Inside delivery to room number specified is required.

Mail f.o.b. contractor's city approximately 7,000 copies as self-mailers and approximately 500 copies in envelopes to foreign destinations. Most foreign destinations will be for multiple copies.

Complete addresses and quantities will be furnished with the print orders.

All mailing shall be made at the Standard Mail (A) rate.

The contractor is cautioned that "Postage and Fees Paid" permit imprint may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Upon completion of required mailing on each order, a copy of the USPS Form 3602 must be returned to the Department of Agriculture to USDA/NAL, Room 204, 10301 Baltimore Blvd., Beltsville, MD 20705.

Upon completion of each order, all furnished material and films made by the contractor must be returned to the address listed under "SCHEDULE".

All expenses incidental to returning materials and furnishing samples must be borne by the contractor.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to USDA/OGPA, 14th and Independence Avenue SW., Room 501A, Washington, DC. 20250.

No definite schedule for pickup of material can be predetermined.

Complete production and distribution must be made within 5 workdays beginning the workday after notification of the availability of print order and furnished material. The workday after notification will be the first workday of the schedule.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and the date all mailed products must be delivered to the post office.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 2 workdays prior to the inspection. Notify the U.S. Government Printing Office, Betty Shanks, Term Contracts Division (PPC), Washington, DC 20401, or telephone area code (202) 512-0310. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202)512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

Travel expenses and per diem to be incurred by the Government for press sheet inspections will be a factor in determining award. This will be based on sending two Government representatives from the Washington, DC area for 2 calendar days on 4 inspections for the year.

The following item designations correspond to those listed in the "Schedule of Prices".

(1) (2)

I. (a) 128 945

II. 1. (a) 263
(b) 2,060

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination to approximately four addresses within the commercial zone of Washington, D.C. and f.o.b. contractor's city for all mailed shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The contracting officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or per 1,000 rate.

I. **PRINTING AND BINDING:** Prices offered shall include the cost of all required materials (including proofs and film negatives) and operations necessary for the printing, binding (including folding), and bulk distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Per page.....	\$_____	\$_____

II. PACKING AND DISTRIBUTION:

1. **Mailing:** Price for item (b) must include the cost of addressing and affixing mailing labels.

(a) Affixing furnished labels on single copies (self-mailer).....per 100 labels.....\$_____

(b) Single copy or multiple copies in kraft envelope
..... (up to 200 leaves).....per envelope.....\$_____

(Initials)

My production facilities are located within the assumed area of production.....yes_____no_____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material_____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material....._____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant....._____
2. Proposed carrier(s) for delivery of completed product....._____
 - a. Number of hours from notification to carrier to pickup of complete product....._____
 - b. Number of hours from pickup of completed product to delivery at destination....._____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address_____

City_____, State_____, Zip Code_____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder_____

(City - State)

By_____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)